

**Southern Plains Inventory and Monitoring Network
Board of Director's Meeting
August 17, 2004, PM
Radisson Hotel, Austin, TX
Chair: Maggie Johnston**

Attendees: M. Johnston, Chair of Board (CAVO), S. Linderer, Board Member (FOLS), M. Frank, Board Member (FOUN), P. Eubank, Board Member (LAMR/ALFL), B. Bingham, Board Member (IMR), D. Perkins, Board Member (SOPN), G. Willson, non-voting advisory Board Member (Great Plains CESU), G. Bowser, elected as a non-voting advisory Board Member (Gulf Coast CESU), M. Davin (LAMR/ALFL), K. Zimmermann (BEOL, representing SAND), A. Miller (WABA), W. Lauritzen (WABA), F. Pannebaker (BEOL), M. Schmitz (PECO), F. Revello (FOLS), B. Carey (LYJO), S. Burrough (CHIC), S. Braumiller (IMR stationed at CHIC), H. Sosinski (SOPN), D. Vela (Texas State Coordinator), M. George (IMR stationed in Austin)

Meeting was called to order at 1:30 PM. M. Johnston made an introduction and thanked the Board, Technical Committee Chair P. Eubank, and Network Staff for the hard work during the past year.

I. Board of Director's Business

- A. The Board of Directors (BOD) decided to leave the current BOD rotation unchanged as last amended at the 2003 annual meeting. PECO and FOUN, as well as SAND and BEOL will be represented in the BOD rotation as one park. All four of these parks will receive a vote if the BOD needs a tiebreaker in any BOD decisions.
- B. Action Item: D. Perkins made a motion, seconded by M. Frank to accept the resignation of Larry Norris as an advisory non-voting BOD member. The BOD thanked him for his help in establishing SOPN and developing an SOPN Inventory plan. The motion was passed unanimously.**
- C. Action Item: D. Perkins made a motion, seconded by M. Frank, to add the Gulf Coast CESU (G. Bowser) as a non-voting advisory BOD member. G. Bowser has already been beneficial in finding student interns inexpensively and her location at Texas A+M is in close proximity to SOPN. The motion was passed unanimously.**
- D. The BOD announced the 2005 Board Members as outlined in Attachment B of the SOPN Charter.
 - Superintendents: S. Linder (FOLS), K. Brown (LAMR/ALFL), M. Frank (FOUN)
 - Resource Manager: A. Miller (WABA)
- E. Action Item: M. Frank was elected as the 2005 Chair of the BOD.**

II. Re-evaluate charter

- A. The SOPN charter that was developed in 2002 is to be reviewed every three years. The BOD decided to review the charter since it was developed prior to any permanent SOPN staff. **Action Item: Several changes were made to the charter as outlined in the attached document (Revised SOPN charter.doc).**

The changes were to be written up and presented to the BOD in “track changes” format. After the changes are reviewed by the BOD, the revised charter will be circulated to SOPN Superintendents for review and signature.

B. Action Item: The BOD decided with the Technical Committee that a strategic plan should be developed for SOPN by January 2005. This plan will outline the development of the SOPN Vital Signs monitoring plan and will briefly describe SOPN activities over the next five years. This plan will incorporate the Staffing Plan that received tentative approval at the Technical Committee meeting that preceded the BOD meeting.

C. The BOD also recognized that the position of Chair of the Technical Committee, who is also on the BOD, is a substantial commitment of time. **Action Item: The BOD determined that a task agreement should be developed outlining the roles of this position. The document would be signed by the Chair of the BOD and the Technical Committee Chair’ Supervisor or Superintendent. This document will be developed by W. Lauritzen, A. Miller, M. Johnston, and D. Perkins.**

III. Cost/savings of Co-hosting the SOPN+4 meeting.

A. The BOD discussed the annual meeting for the SCC SOPN+4 meeting. For the past two years SOPN has co-hosted the meeting, holding it the day after the annual SOPN I+M meeting. During these past 2 years SOPN has paid for an extra day of per diem for a representative from each SOPN park to attend the SOPN+4 SCC meeting. If SOPN only received \$150,000 in FY05, money will be too scarce to assist in paying for the SCC meeting. Some discussion followed about the clarification of SOPN’s future role of helping to pay for this meeting.

B. Action Item: The BOD decided that the SOPN may continue to assist with funding and co-hosting the meeting as has been done the past two years, as long as it is convenient to SOPN goals and interests. If it is more cost-efficient or effective to hold the SOPN meeting at a different location or time, then SOPN should not feel restricted by the appropriate timing and location of the SOPN+4 SCC meeting.

IV. Evaluate/review operational structure between LYJO-SOPN. This item was moved up from the original agenda.

1. The BOD determined that the current arrangement that outlines the hosting of SOPN by LYJO is working well for both entities. No changes were necessary at this time.
2. The BOD determined that the current arrangement with the Chief of Resource Management and Visitor Protection providing immediate supervision to the Network Coordinator is also working well. No changes were necessary at this time.
3. B. Bingham noted that IMR I+M is now directing networks to set up their administrative arrangements with their host park, even if the IMR I+M Coordinator was the supervisor of the Network Coordinator. This is contrary to guidance given to SOPN last year that required administrative arrangements go through IMR if the IMR I&M coordinator was to be a supervisor for the Network Coordinator. Despite this, B. Bingham still recommended on-site supervision for the network coordinator.

4. **Action Item: The BOD decided to increase administrative costs paid by SOPN to LYJO from \$7,500 that was paid in FY04 to \$10,000 in FY05 if SOPN receives full funding in FY05.**
- V. GS Level for two current positions if we get full funding
- A. SOPN staff, D. Perkins and H. Sosinski recused themselves from this agenda item.
 - B. According to charter Technical Committee proposes staffing plans. B. Carey related the background for the classification of the existing Network Coordinator and Data Manager positions. Because Congressional and agency support of the establishment of all 32 networks was not certain at the time, the BOD had elected to initially classify and fill these two position at the developmental levels of GS-11 and GS-9 respectively. At that time, the BOD noted that they would support the classification of these positions at the full performance level of GS-12 and GS-11 respectively when the SOPN was fully funded and fully operational.
 - C. B. Bingham related that the Network Coordinators in the IMR were classified as GS-12 or GS-13 levels. Nation-wide, GS-12 was the common classification. He noted that full funding for the SOPN was expected in FY05. He noted that some of the Data Manager positions were classified in the Information Technology Series, which has a pay differential.
 - D. Potential grade levels and costs to SOPN. **Action Item: The BOD decided to proceed with reclassifying the positions at the full performance level, and directed B. Carey to meet with the LYJO Human Resources Specialist to begin this process. The BOD asked for copies of the current and proposed position descriptions for informational purposes. The BOD directed B. Carey to review the national benchmark position descriptions for applicability to the SOPN positions. B. Carey noted that he would discuss the Data Manager position description with D. Perkins for his input.** (D. Perkins confirmed after the meeting that the budget scenarios presented at the meeting were based on the current GS-11 and GS-9 grade levels for the two network positions.)
- VI. Evaluation of Current SOPN staff
- A. SOPN staff, D. Perkins and H. Sosinski recused themselves from this agenda item.
 - B. B. Carey solicited feedback from the BOD and other SOPN representatives for the performance evaluation of D. Perkins. **Action Item: B. Carey will relay information provided about H. Sosinki's performance to D. Perkins.**
- VII. Other concerns – No additional concerns were raised.
- Meeting adjourned at 3:30 PM.